

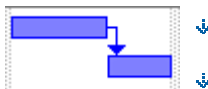
# Quick Reference Card - Link Project Tasks

**Predecessor** A task that must start (or finish) before another task can start (or finish).

**Successor** A task that cannot start (or finish) until another task starts (or finishes).

## Four task dependency types in Microsoft® Office Project 2003

### Finish-to-Start (FS)



The successor task cannot start until the predecessor task finishes.

When you link two tasks, Project creates the Finish-to-Start dependency by default.

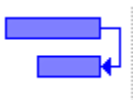
### Start-to-Start (SS)



The predecessor task must start when the successor task starts.

Work on the tasks can overlap or be done in parallel. This dependency helps reduce the overall duration of a project.

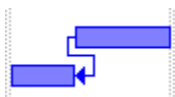
### Finish-to-Finish (FF)



The predecessor task must finish when the successor tasks finishes.

Work on the tasks can overlap or be done in parallel. This dependency helps reduce the overall duration of a project.

### Start-to-Finish (SF)



The successor task cannot finish until the predecessor task starts.

In Project, the SF dependency type is used to create "just in time" links.

## Lag time and lead time

Task Name	Predecessors	ar 27, '05
1 Task 1		M T W T F S
2 Task 2	1FS+2days	

Task Information

General

Predecessors

Resources

Name: Task 2
Duration: 2d
☐ Estimated

Predecessors:

2d

ID	Task Name	Type	Lag
1	Task 1	Finish-to-Start (FS)	2d

Lag time is a delay between tasks that have a dependency.

Lead time is overlap between tasks that have a dependency.

Enter lag time or lead time in the **Lag** field in the **Task Information** dialog box or in the **Predecessors** field of a successor task.  
For lead time, enter a negative number.